

SANDY CITY
APPROVED POSITION SPECIFICATIONS

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| I. | <u>Position Title:</u> Public Works Inspector | <u>Revision Date:</u> 08/06 <u>EEO Function:</u> Streets/Hiways <u>EEO Category:</u> Technician <u>Status:</u> Non-Exempt <u>Control No:</u> 30514 |
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the City Engineer, performs inspection of capital improvement projects throughout the City.

III. Essential Duties

- Verbal and written communications with contractors, developers, citizens, City personnel and others.
- Inspect reinforced concrete footings
- Inspect curb, gutter, and asphalt work.
- Perform Road Cut Inspections ensuring that the work is performed according to specifications.
- Inspect road base installation and perform compaction tests.
- Conduct detailed subdivision inspections for bond release.
- Inspect subgrade depth and density.
- Ensure capital improvement projects are constructed as designed in plans and specifications.
- Inspect drain systems, boxes, and related materials
- Inspect some reinforced masonry

IV. Marginal Duties

- Respond to citizen complaints and inquiries pertaining to city operations.
- Prepare appropriate management reports.
- Analyze and review material testing data
- Perform other duties as assigned.

V. Qualifications:

Education: One year of technical training in engineering, construction management, or equipment operation;

Certificates/Licenses: Valid Utah Drivers License required; certifications in asphalt, concrete, soils, etc preferred.

Experience: Four years of closely related experience in construction including progressively increasing responsibilities; may substitute any equivalent combination of education or experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of maintenance and construction of city streets; the use of tools, equipment, methods, and materials for work activities; safe work practices; familiarity with OSHA regulations.

Responsibility for: Inspection of capital improvement projects and subdivision work; making decisions which affect the activities of others.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments, developers and citizens; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgement to deal with and influence people.

Tool, Machine, Equipment Operation: Regular use of a telephone, copy machine, calculator, City vehicle; occasional use of a Troxler density gauge for compaction tests, backhoes, graders, rollers, dumptrucks, etc.

Analytical Ability: Coordinate and direct a variety of major construction and maintenance programs related to city street projects; prioritize tasks; establish effective working relationships with employees and the public; work requires frequent supervision.

VI. Working Conditions:

Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime with some weekend work required; constant exposure to deadlines; field work and exposure to noise, dust, all types of weather conditions, and traffic and construction site hazards; moderate climbing\balancing and constant stooping and kneeling are required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.